

## **POSITION DESCRIPTION**

Title: Residential Advisor I

Department: Baldwin County Residential Wilderness Program

Job Analysis: April 6, 2005, May 2012

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports to: Residential Advisor II, Therapist, Program Director

Subordinate Staff: None

Internal Contacts: Co-workers, Teachers, Juveniles, Other County Personnel

External Contacts: General Public, Law Enforcement Personnel, Probation Officers, Juvenile Judge, Other agencies

Status: Classified/Non-Exempt (H)

### **Job Summary**

The work of the Residential Advisor is conducted at the Baldwin County Residential Wilderness Program with integrity and in a positive and professional manner. The Residential Advisor I will assist the Director, Program Director, Therapist and the RA II with implementation, coordination, and management of the overall operations of the program. The RA I, due to the fact that this is the front line staff and has the most interaction with the youth, is therefore directly responsible for the safety, care, custody, control of juvenile population, conducting or aiding in the conduction of ropes and adventure based activities, and aiding in the instruction of basic living skills. Work also involves clerical functions, understanding juvenile behavior and performance of security tasks, which includes but is not limited to intervening in altercations to ensure the safety of both the juvenile and fellow staff members. All work is performed in accordance with local, state and federal guidelines under the direct supervision of the Alabama Department of Youth Services. The RA I with all other employees shall comply with all applicable DYS regulations and standards.

### **Job Domains**

1. Ability to supervise up to 10 juveniles at a time, in a variety of settings that ensures a physically and emotionally safe environment for the residents.
2. Responsible for facilitating and participating with the residents in all aspects of the program. This includes groups, gardening, adventure, outings, meal times and daily routine.
3. Consistently demonstrate a positive relationship that is firm, fair and fun with each of the residents.
4. Ensure that as a role-model that staff consistently demonstrates appropriate boundaries.
5. Teaches, encourages and holds accountable all residents to the rules of the facility
6. Communicates and documents all behavior related issues or strengths to the Treatment team and supervisors.
7. Ensures that individual and groups occur daily.
8. Documents all Basic Living Skills taught to the residents as defined by Medicaid standards.
9. Acts as a liaison to parents and volunteers when they arrive on-site.
10. Ensures that all parts of the facility are clean, well groomed and organized, including, yard, buildings, laundry, trail and garden.
11. All RA's are responsible for following DYS and Medicaid standards
12. Any other duties assigned by the supervisor(s) and/or Director.

### **Knowledge, Skills, and Abilities**

1. High School diploma or GED Certificate required.
2. All residential workers undergo 40 hours of initial training.
3. Able to use routine office equipment.
4. Writing skills to clearly and neatly complete reports, forms and log book entries.
5. Demonstrates and understanding of how to relate to troubled youth.
6. Office 2007, including Word and Outlook.

### **Other Characteristics**

1. Willing and able to work a variety of shifts up to and including overtime
2. Willing and able to work directly with some times violent, physically handicapped, mentally ill, physically, intellectually, and emotionally challenged juveniles, caring for and ensuring their basic needs are met.
3. Have a valid driver's license.
4. Submit background checks to include Department of Public Safety, criminal and DHR central registry.
5. Administer emergency medical aid and CPR
6. Be able to walk (at a minimum) 1.5 miles in 30 minutes or less
7. At a minimum, Stand for four consecutive hours in order to observe the juveniles in any setting
8. Be able to be outside in a variety of heat and cold conditions for up to 3 hours at a time.
9. Drag, Lift and pull a minimum of 50lbs for 20 feet or more.

10. Must be able to rapidly respond, which may include sprinting, jogging, running to maintain safety of residents and staff.
11. Bend, kneel and squat repeatedly as needed
12. Ability to engage in a variety of aerobic and anaerobic activities with youth for up to 30 minutes at a time.
13. Good Vision that can adequately supervise juveniles in a variety of light settings
14. Facilitate and participate in a variety of stretching activities that could enhance physical ability and to avoid injury.
15. Can hear disturbances, alarms, voice tones and warnings from a variety of distances.